



City of St. Albert  
**CITY COUNCIL POLICY**

Invitations to Opening of Facilities

<b>AUTHORITY:</b> City Council	<b>APPROVED</b> <b>RES. NO.:</b> C648-2003 <b>DATE:</b> December 1, 2003	<b>REVISED</b> <b>RES. NO.:</b> (Number) <b>DATE:</b> (Date)
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## Purpose

The primary purpose of the Invitations to Opening of Facilities policy is to establish a protocol for participation in the opening ceremonies of new or refurbished City-owned or operated buildings and facilities and acknowledging the contribution of the members of the Council that approved the project as well as the incumbent members.

## Policy

All members of the current Council shall be invited to participate in opening ceremonies and celebrations for municipal facilities.

Federal and provincial representatives of the City of St. Albert shall also be invited to participate in opening ceremonies and celebrations for municipal facilities.

Federal and provincial Ministers of the department/s providing funding to the project shall also be invited to participate in opening ceremonies and celebrations for municipal facilities.

In addition, members of the Council responsible for original approval of the capital project shall be invited to participate in opening ceremonies and celebrations and their names shall appear, as well as those of the current Council, on any plaque or sign erected to commemorate the event.

## Definitions

**'Municipal facility'** in this policy is any building, structure, or area of land owned by or under the direction and control of the City of St. Albert, including, but not limited to, bridges, service yards, transit garages, transit centres, ice arenas, swimming pools, cemeteries, storm water management facilities and other civic buildings funded wholly or in part by the City of St. Albert.

## Responsibilities

The responsibility to maintain a database of names and addresses of past members of Council, and to produce and distribute invitations to the opening events, resides with the Office of the Mayor.

The City Manager is responsible for determining the date on which the capital project was originally approved.

